

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** Financial Services Department

**AGENDA DATE:** October 25, 2011

**CONTACT PERSON/PHONE:** Carmen Arrieta-Candelaria, Financial Services (915) 541-4011

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

Formal report of the Finance, Internal Audit, Engineering/CIP and Management Services Legislative Review Committee meeting held on September 29, 2011, at 9:00 a.m. in Council chambers. The report is being submitted by LRC Chair, Representative Carl Robinson.

**BACKGROUND / DISCUSSION:**

The following items were on the agenda:

1. Approval of Minutes for the Finance, Internal Audit, Engineering/CIP & Management Services meeting of September 1, 2011.
2. Presentation, discussion and action on implementing House Bill 1869, Sections 271.905(a) and 271.9051 of the Texas Local Government Code (local bidding preference), and HB 628.
3. Discussion and action on the City's Cooperative Purchasing Policy.
4. Discussion and action on the City's Internal Audit Plan for FY 2012.

**PRIOR COUNCIL ACTION:**

N/A.

**AMOUNT AND SOURCE OF FUNDING:**

N/A

**BOARD / COMMISSION ACTION:**

N/A.

\*\*\*\*\*AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

Carmen Arrieta-Candelaria



**LEGISLATIVE REVIEW COMMITTEE  
Meeting Action Report**

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Committee: Finance, Internal Audit, Engineering/CIP and Management Services

Members Present: Representative Carl L. Robinson (Chair)  
Representative Michiel R. Noe  
Representative Steve Ortega

Members Absent: Representative Eddie Holguin Jr.

Staff Assigned: Carmen Arrieta-Candelaria, CFO – Financial Services Department

Meeting Date/Time: Thursday, September 29, 2011 – 9:00 a.m.

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1. Approval of Minutes for the Finance, Internal Audit, Engineering/CIP & Management Services meeting of September 1, 2011.

**Summary:** The minutes were presented by LRC Committee Chair Robinson.

**Action Taken:** Representative Ortega moved to approve the minutes. Motion seconded by Representative Noe and approved unanimously.

2. Presentation, discussion and action on implementing House Bill 1869, Sections 271.905(a) and 271.9051 of the Texas Local Government Code (local bidding preference), and HB 628.

**Summary:** Mr. Bruce D. Collins, Purchasing Manager, gave a presentation regarding the City's strategic implementation of a local bidder preference policy.

**Action Taken:** Representative Ortega made motion to approve the implementation of the City of El Paso Local Bidder Preference Policy as described in the presentation. Motion was seconded by Representative Noe and approved unanimously.

3. Discussion and action on the City's Cooperative Purchasing Policy.

**Summary:** Mr. Collins presented the City's current Cooperative Purchasing Policy with recommendations for increases to the purchasing thresholds for contracts under the various cooperative purchasing agreements that the City participates in.

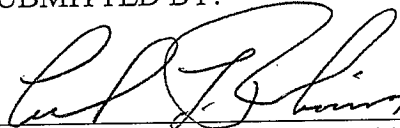
**Action Taken:** Representative Robinson made a motion to increase the City's cooperative contract thresholds to \$100,000.00 for all cooperative contracts. Motion seconded by Representative Ortega and approved unanimously.

4. Discussion and action on the City's Internal Audit Plan for FY 2012.

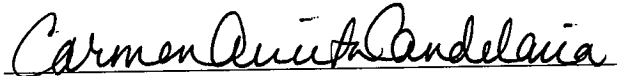
**Summary:** Mr. Edmundo Calderon presented the City's Internal Audit plan for FY 2012. Mr. Calderon discussed the audits planned for this fiscal year and the hours devoted to each audit.

**Action Taken:** Representative Ortega moved to approve the Audit Plan for FY 12. Motion was seconded by Representative Noe and approved unanimously.

SUBMITTED BY:



City Representative Carl L. Robinson, District 4  
LRC, Chair



Carmen Arrieta-Candelaria, CFO  
Financial Services Department